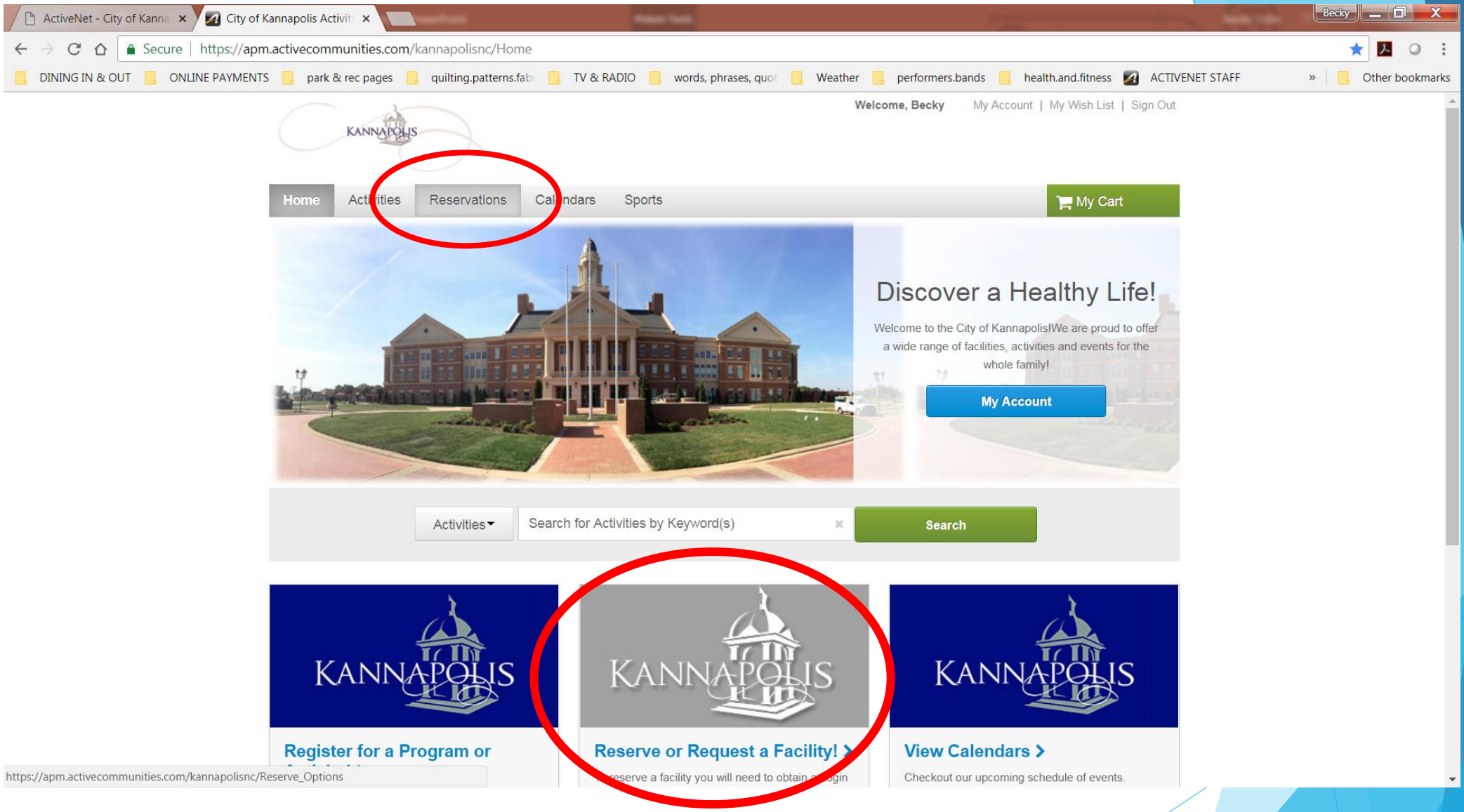
Active – On-line Shelter Reservations

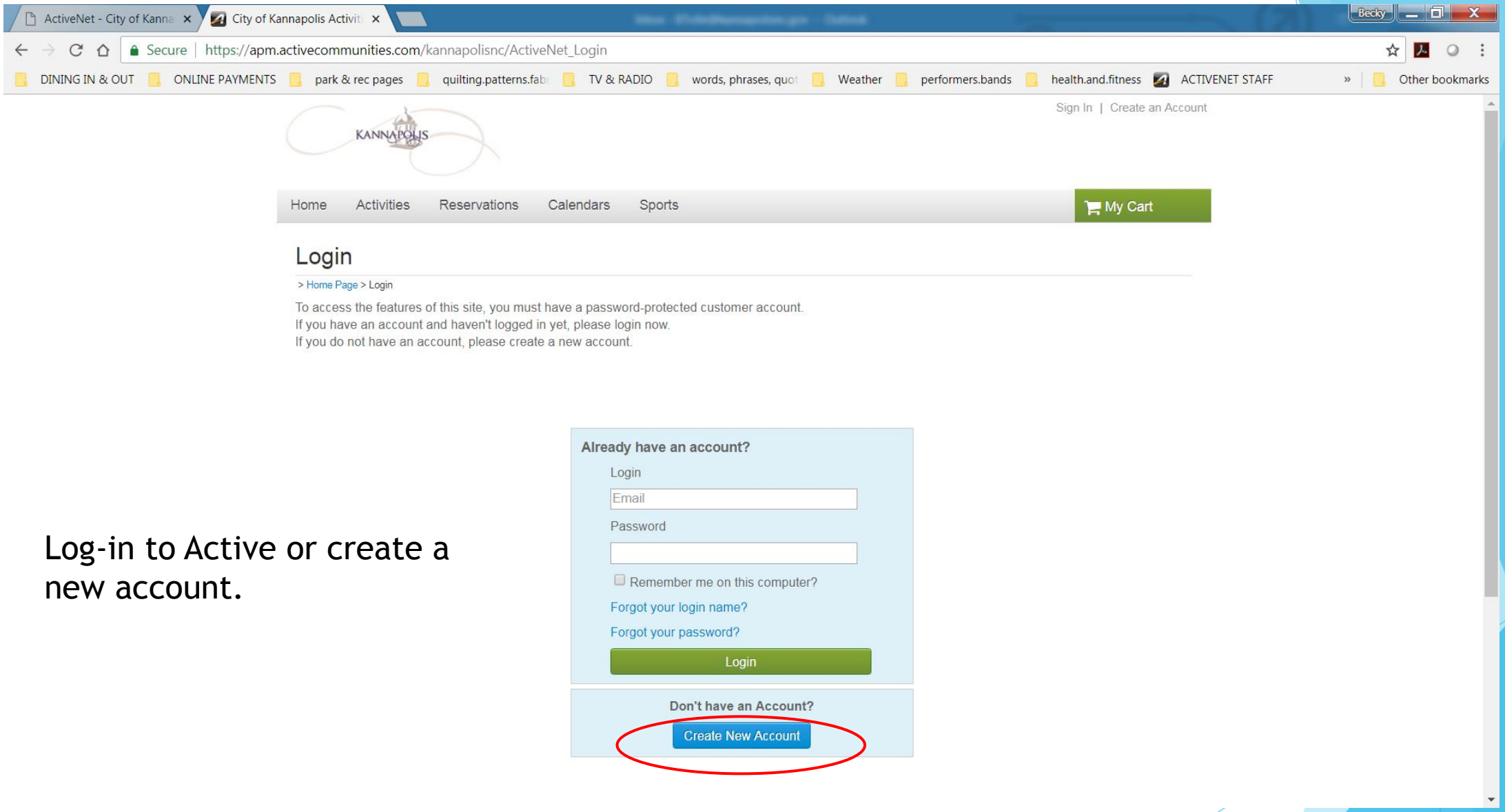
How To Make On-line Shelter Reservations

City of Kannapolis

704-920-4343



https://apm.activecommunities.com/kannapolisnc/Home

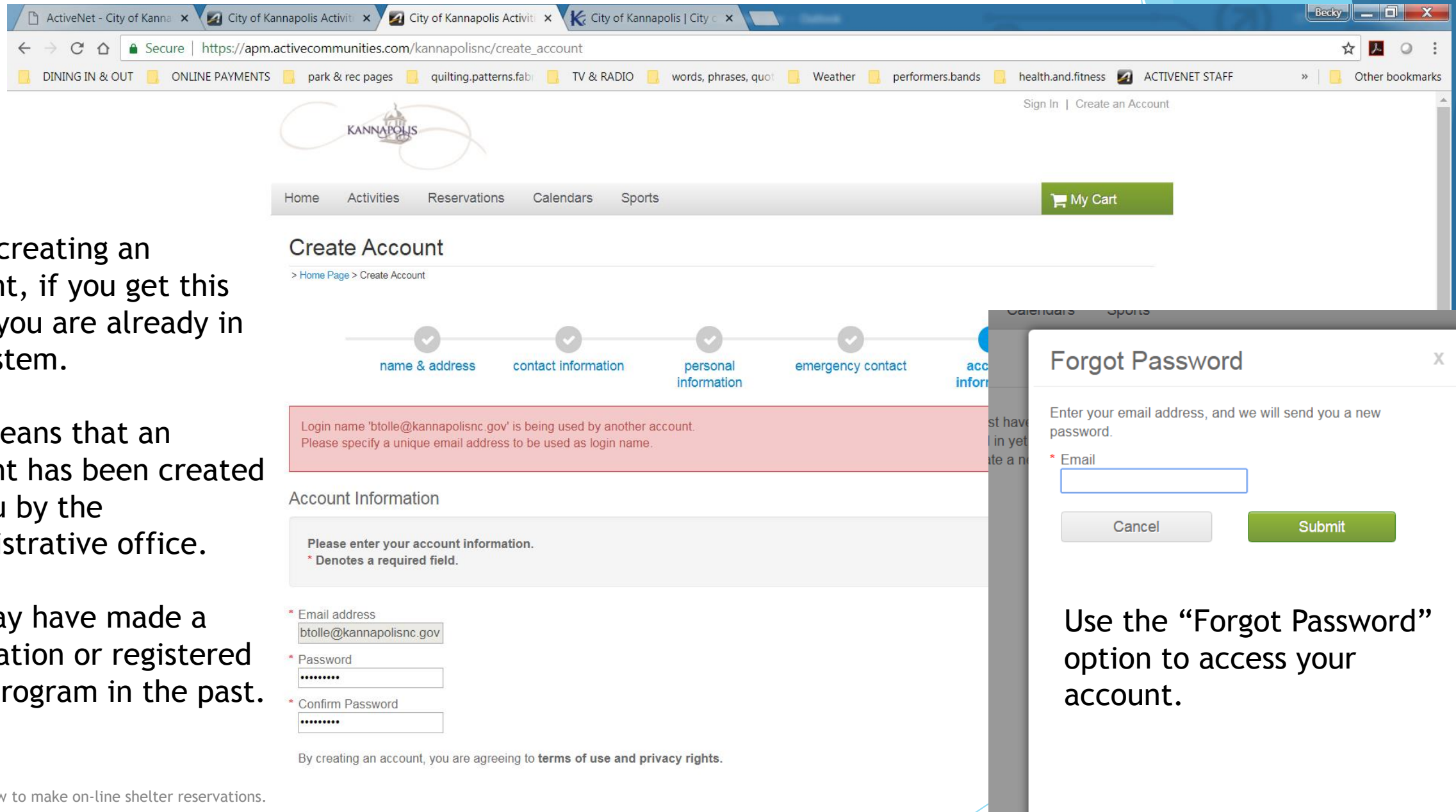


Log-in to Active or create a new account.

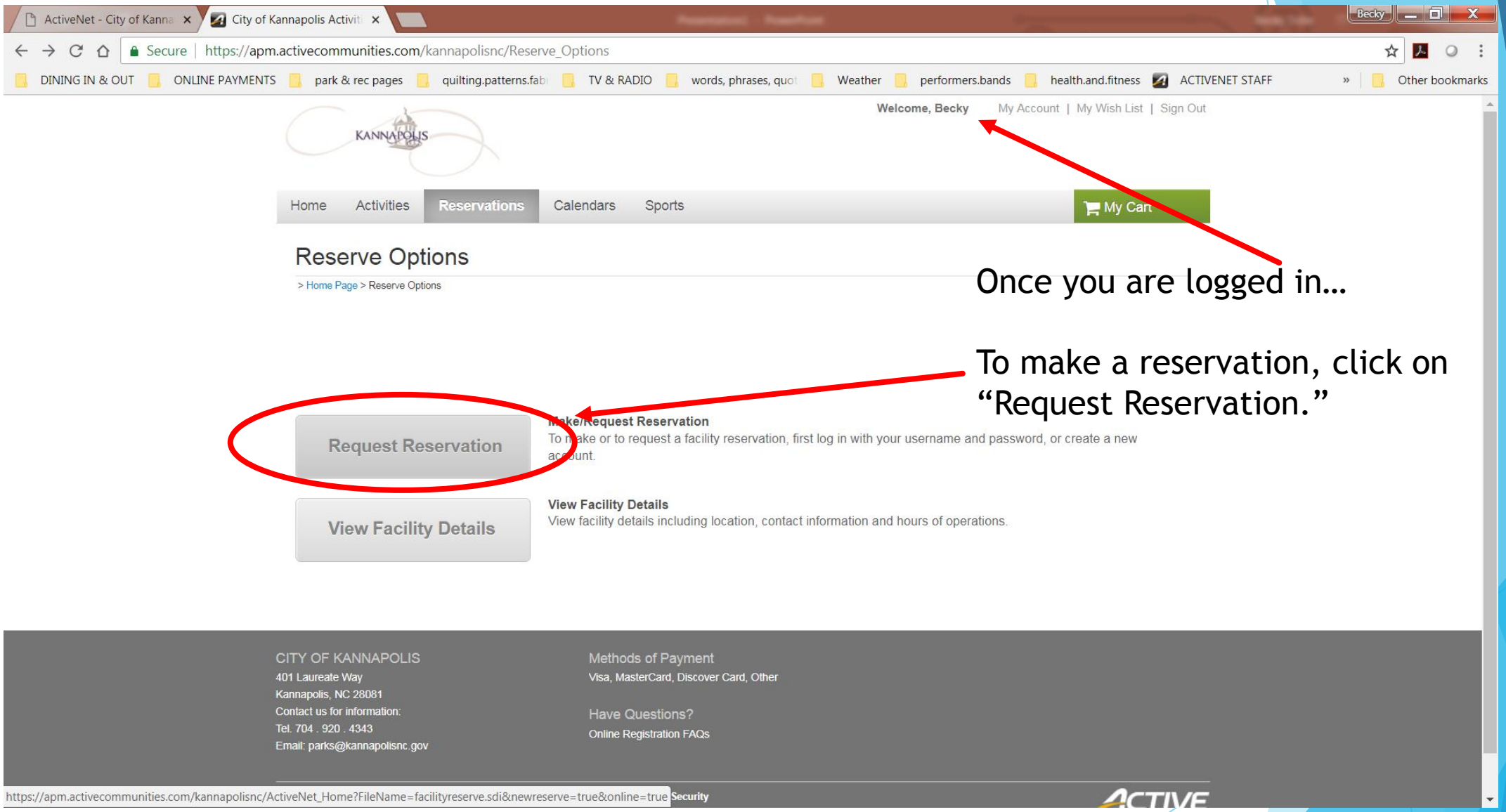
When creating an account, if you get this error, you are already in our system.

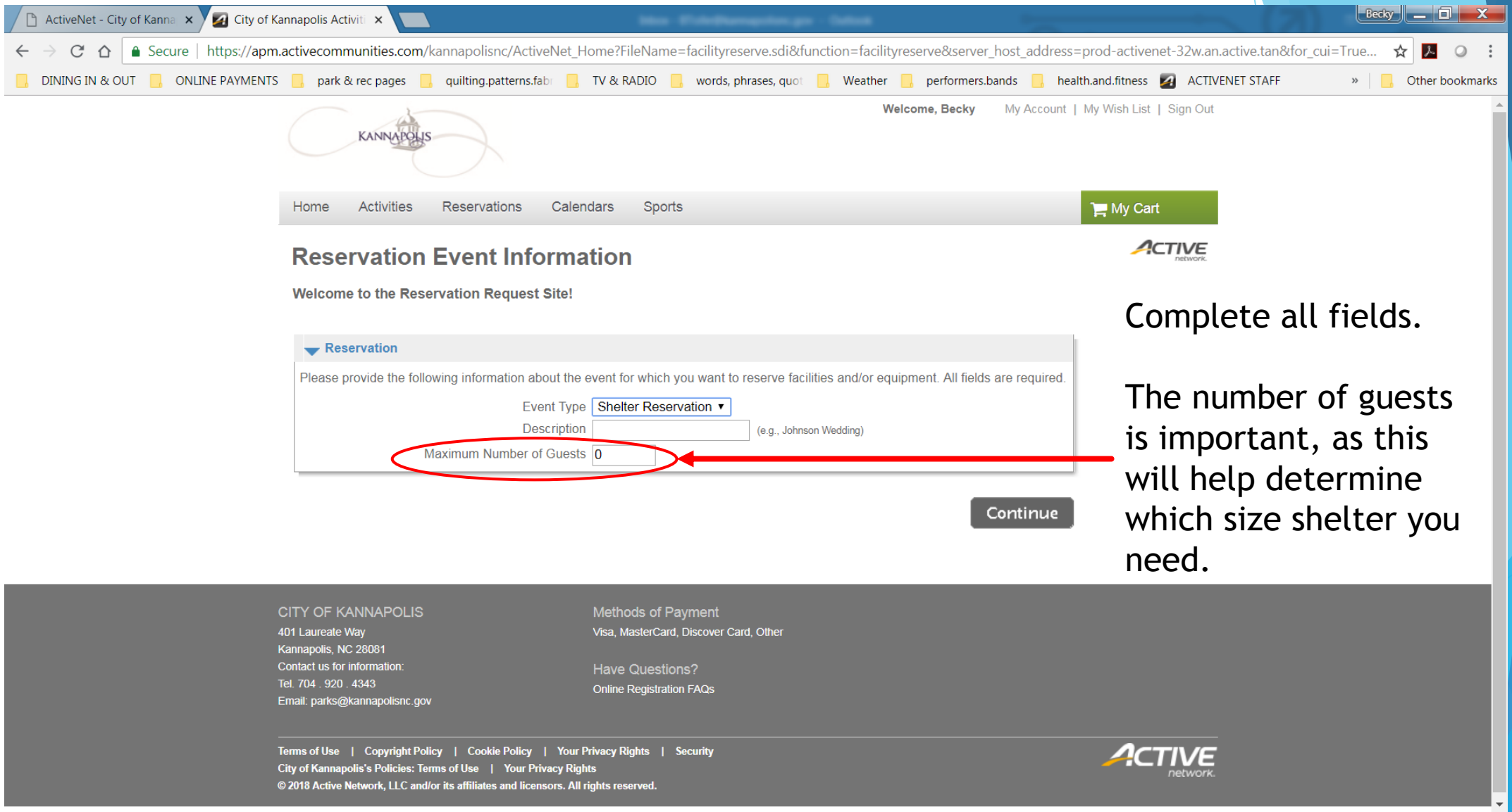
This means that an account has been created for you by the administrative office.

You may have made a reservation or registered for a program in the past.



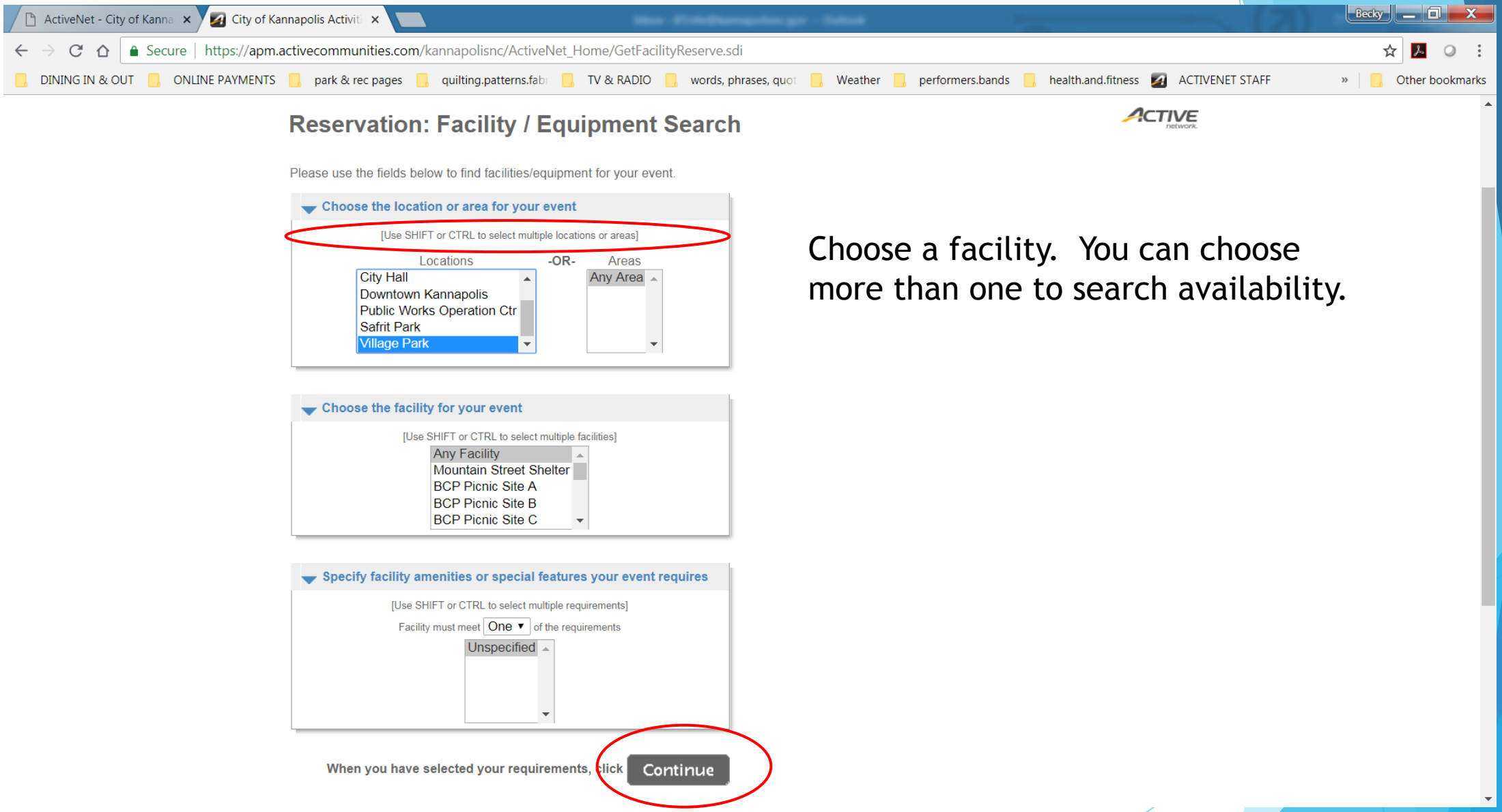
Use the “Forgot Password” option to access your account.


Welcome, Becky
My Account | My Wish List | Sign Out
Home
Activities
Reservations
Calendars
Sports
Reserve Options
> Home Page > Reserve Options
Request Reservation
Make/Request Reservation
To make or to request a facility reservation, first log in with your username and password, or create a new account.
View Facility Details
View Facility Details
View facility details including location, contact information and hours of operations.
CITY OF KANNAPOLIS
401 Laureate Way
Kannapolis, NC 28081
Contact us for information:
Tel. 704 . 920 . 4343
Email: parks@kannapolisnc.gov
Methods of Payment
Visa, MasterCard, Discover Card, Other
Have Questions?
Online Registration FAQs
Once you are logged in…
To make a reservation, click on "Request Reservation."



Complete all fields.

The number of guests is important, as this will help determine which size shelter you need.

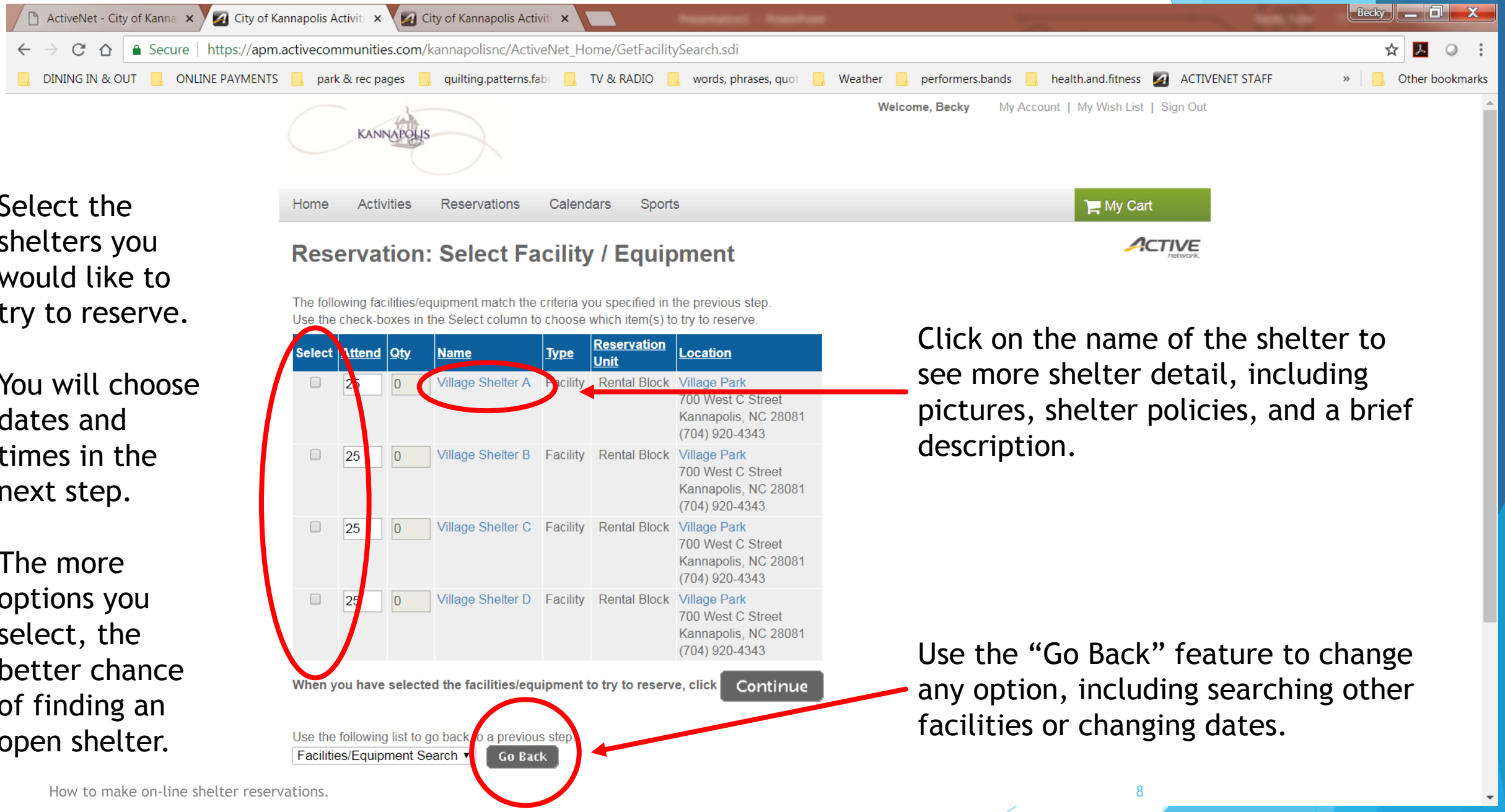


Choose a facility. You can choose more than one to search availability.

Select the shelters you would like to try to reserve.

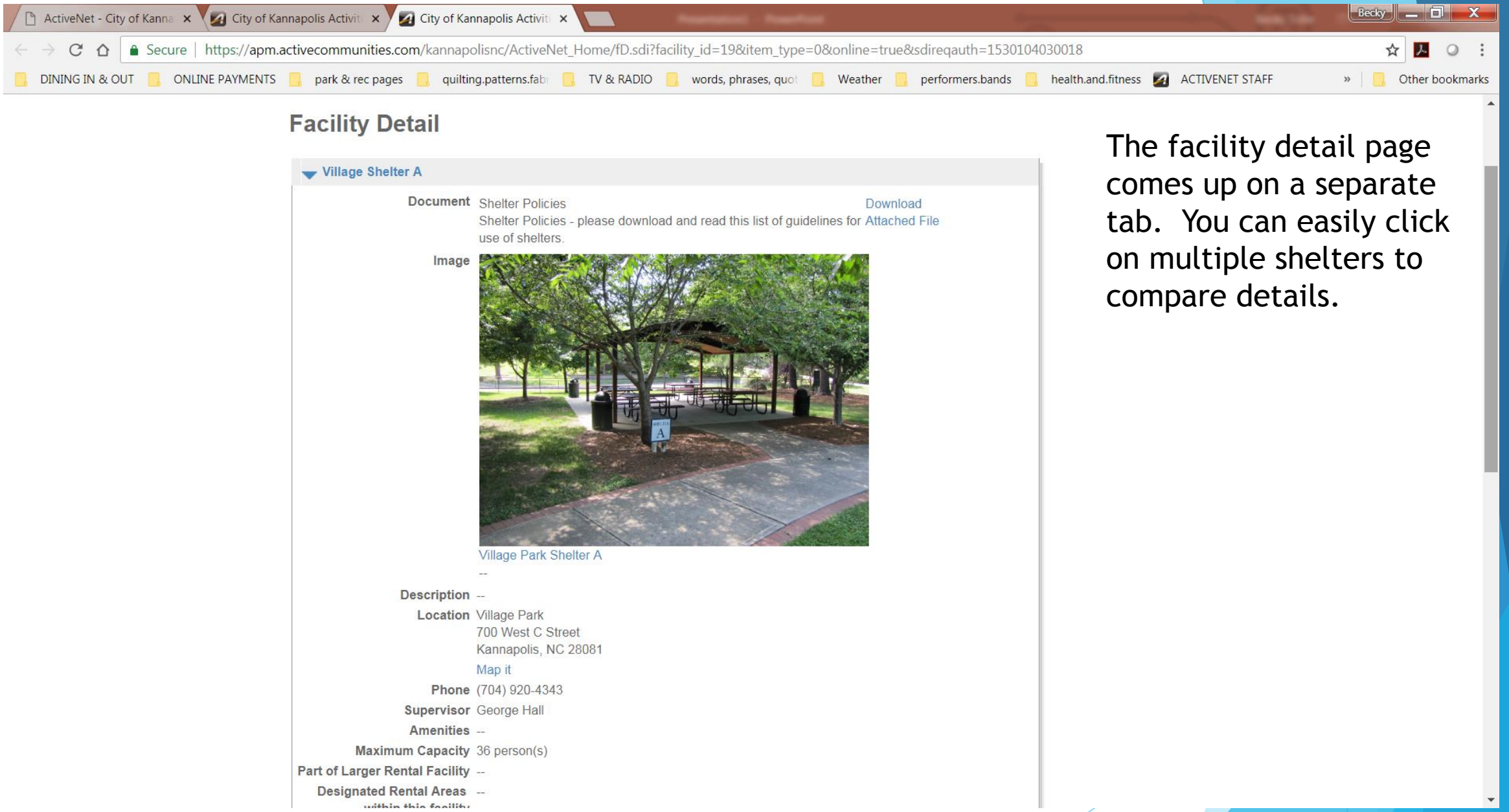
You will choose dates and times in the next step.

The more options you select, the better chance of finding an open shelter.

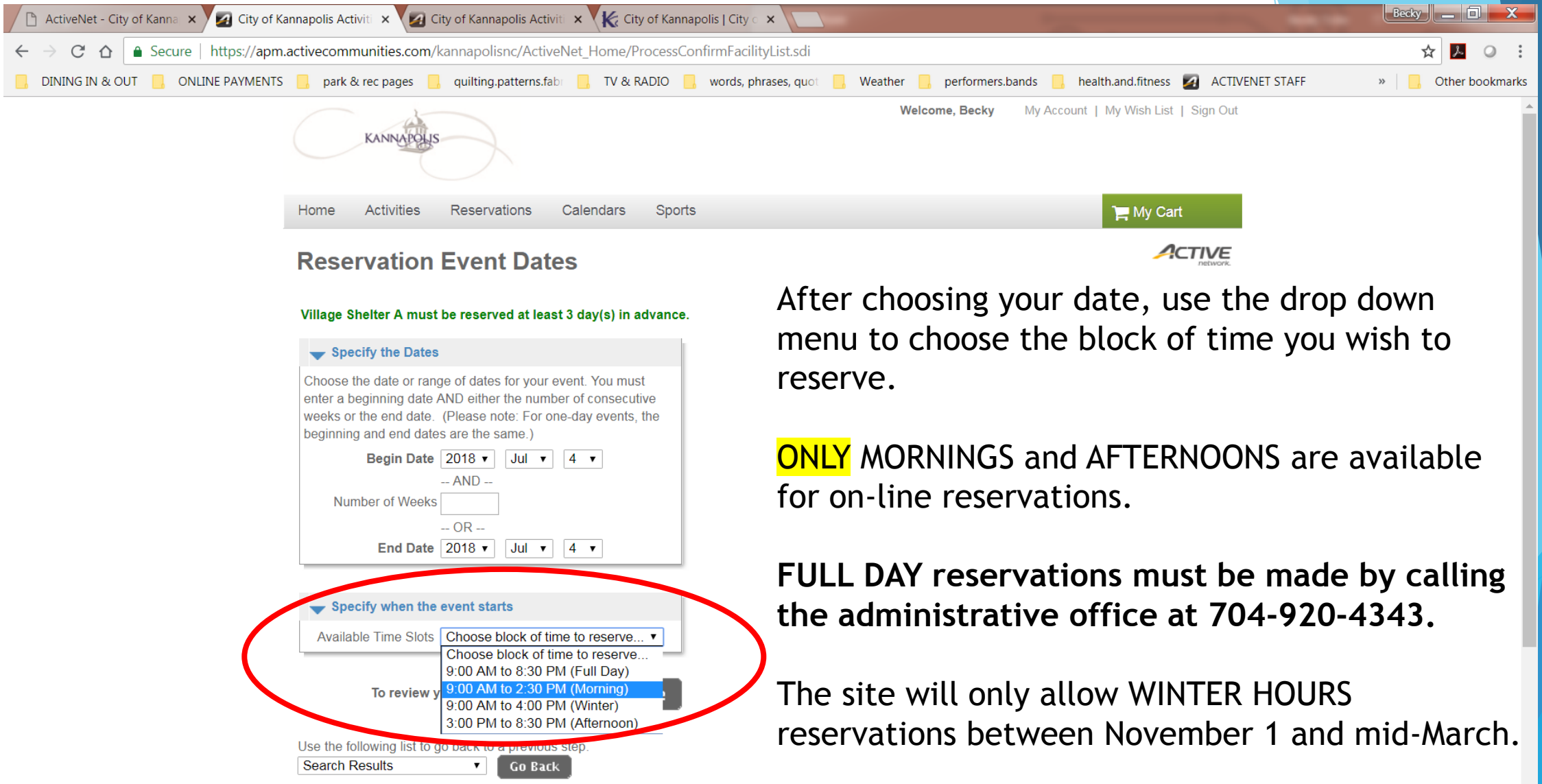


Click on the name of the shelter to see more shelter detail, including pictures, shelter policies, and a brief description.

Use the “Go Back” feature to change any option, including searching other facilities or changing dates.



The facility detail page comes up on a separate tab. You can easily click on multiple shelters to compare details.

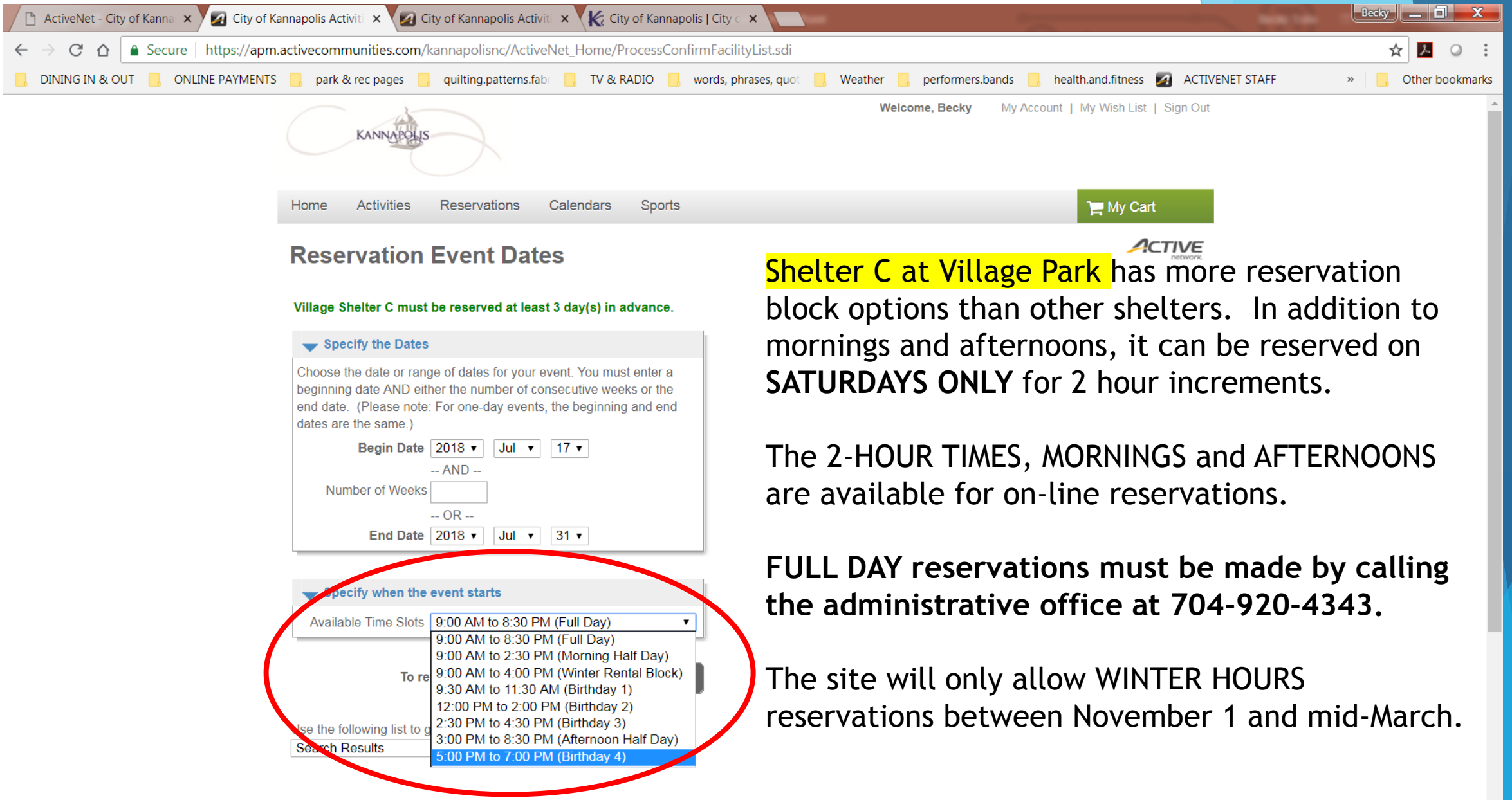


After choosing your date, use the drop down menu to choose the block of time you wish to reserve.

ONLY MORNINGS and AFTERNOONS are available for on-line reservations.

FULL DAY reservations must be made by calling the administrative office at 704-920-4343.

The site will only allow WINTER HOURS reservations between November 1 and mid-March.



Shelter C at Village Park has more reservation block options than other shelters. In addition to mornings and afternoons, it can be reserved on **SATURDAYS ONLY** for 2 hour increments.

The 2-HOUR TIMES, MORNINGS and AFTERNOONS are available for on-line reservations.

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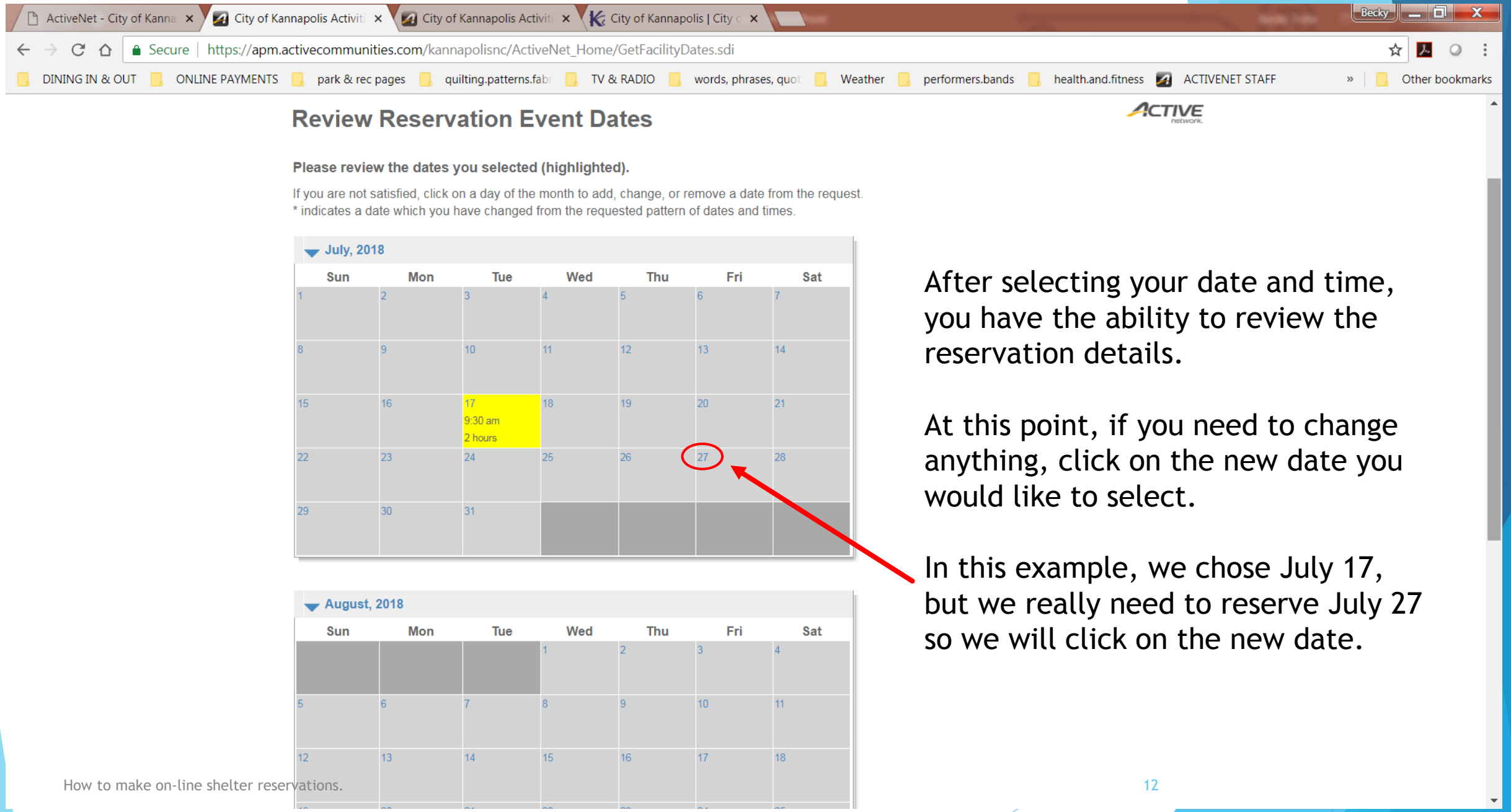
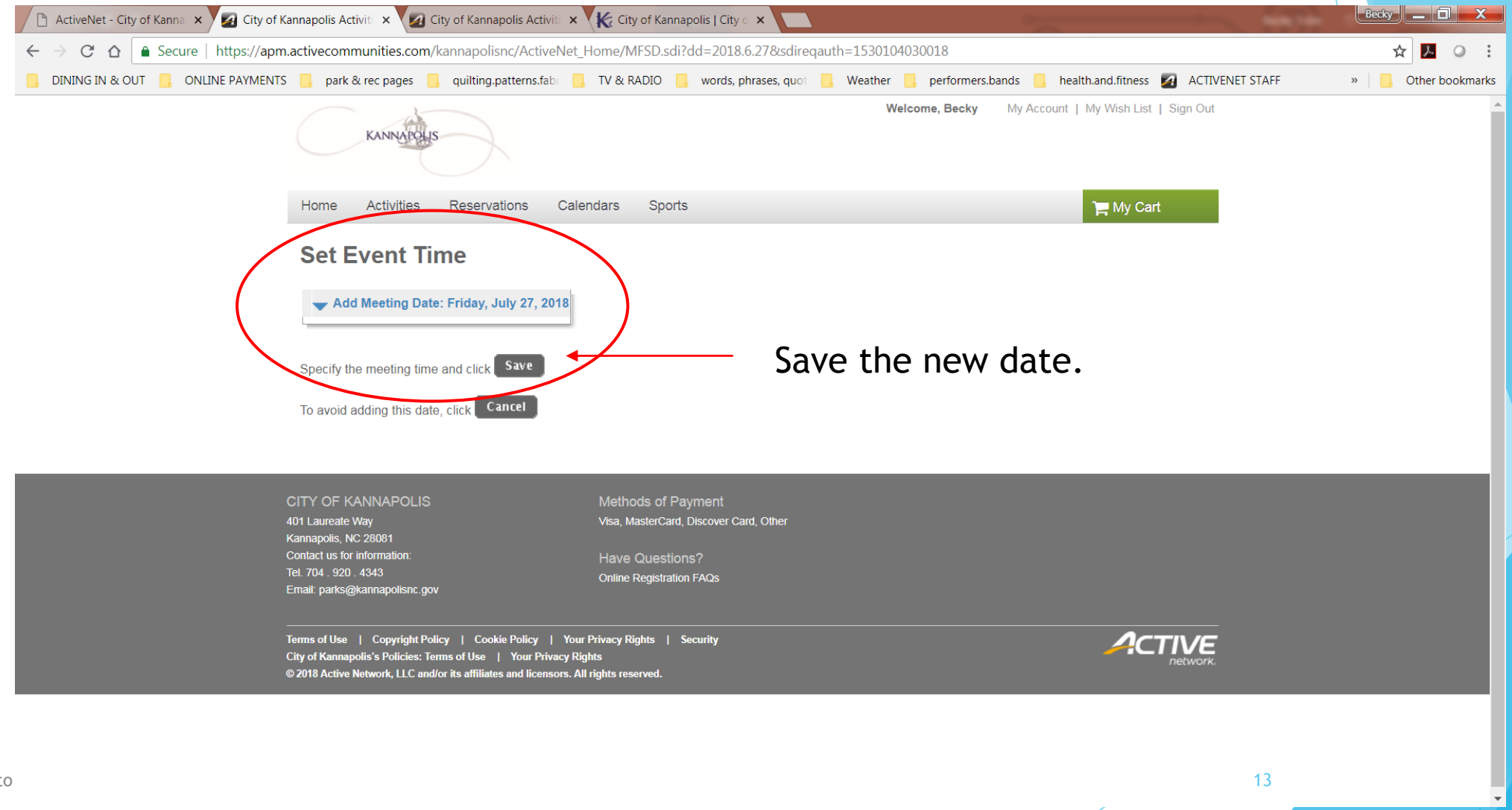


After selecting your date and time, you have the ability to review the reservation details.

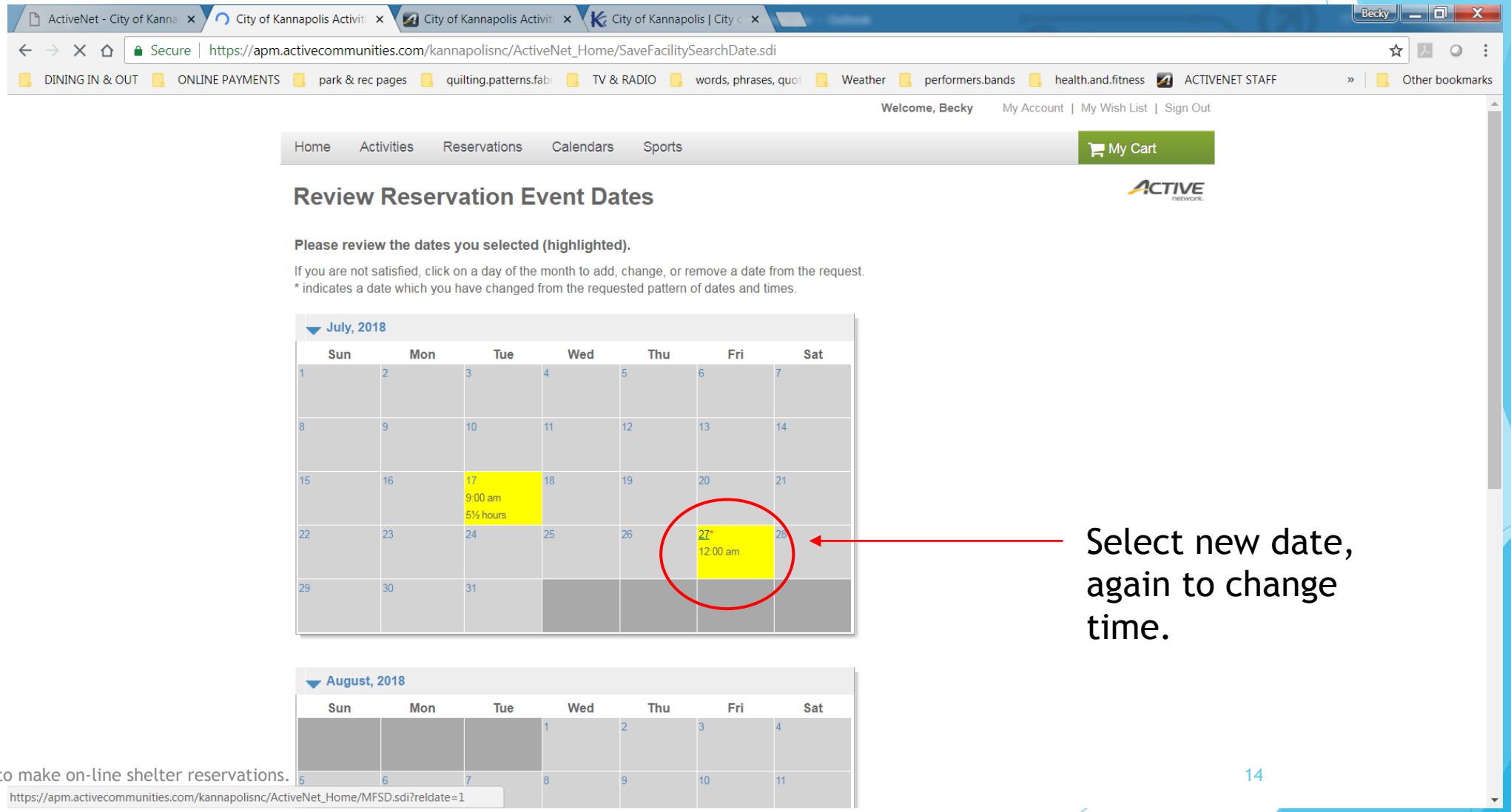
At this point, if you need to change anything, click on the new date you would like to select.

In this example, we chose July 17, but we really need to reserve July 27 so we will click on the new date.

Changing a reservation/checking a new date - step 1

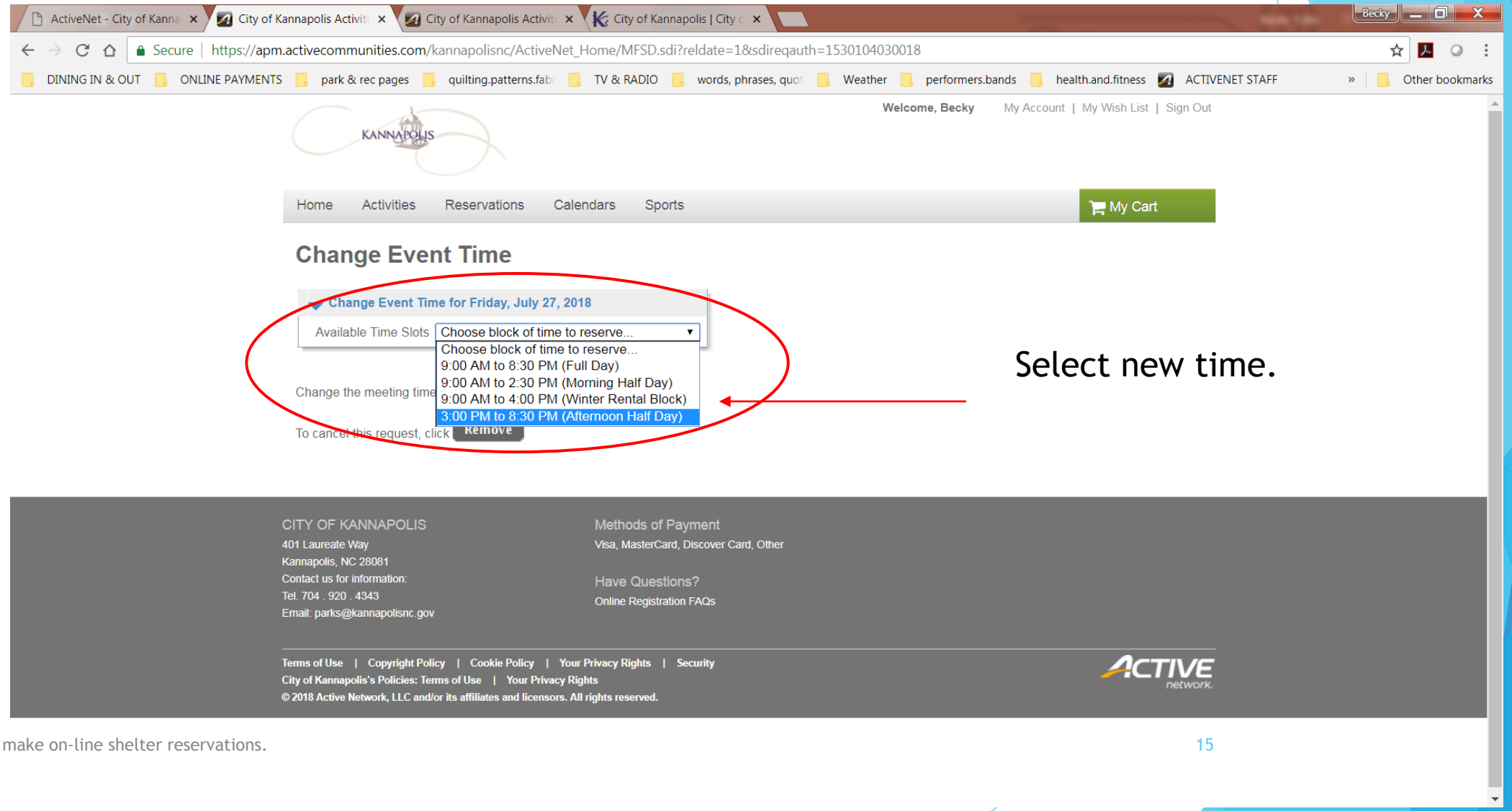


Changing a reservation/checking a new date - step 2



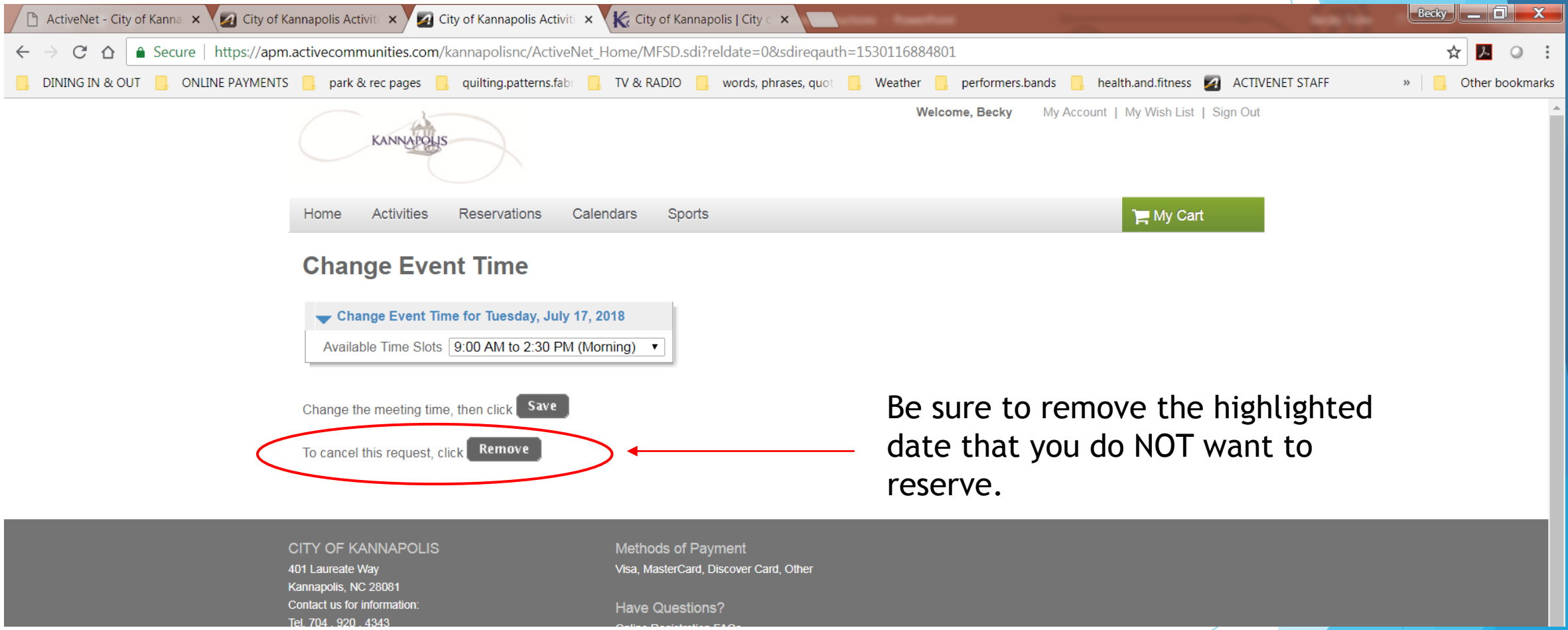
Select new date, again to change time.

Changing a reservation/checking a new date – step 3

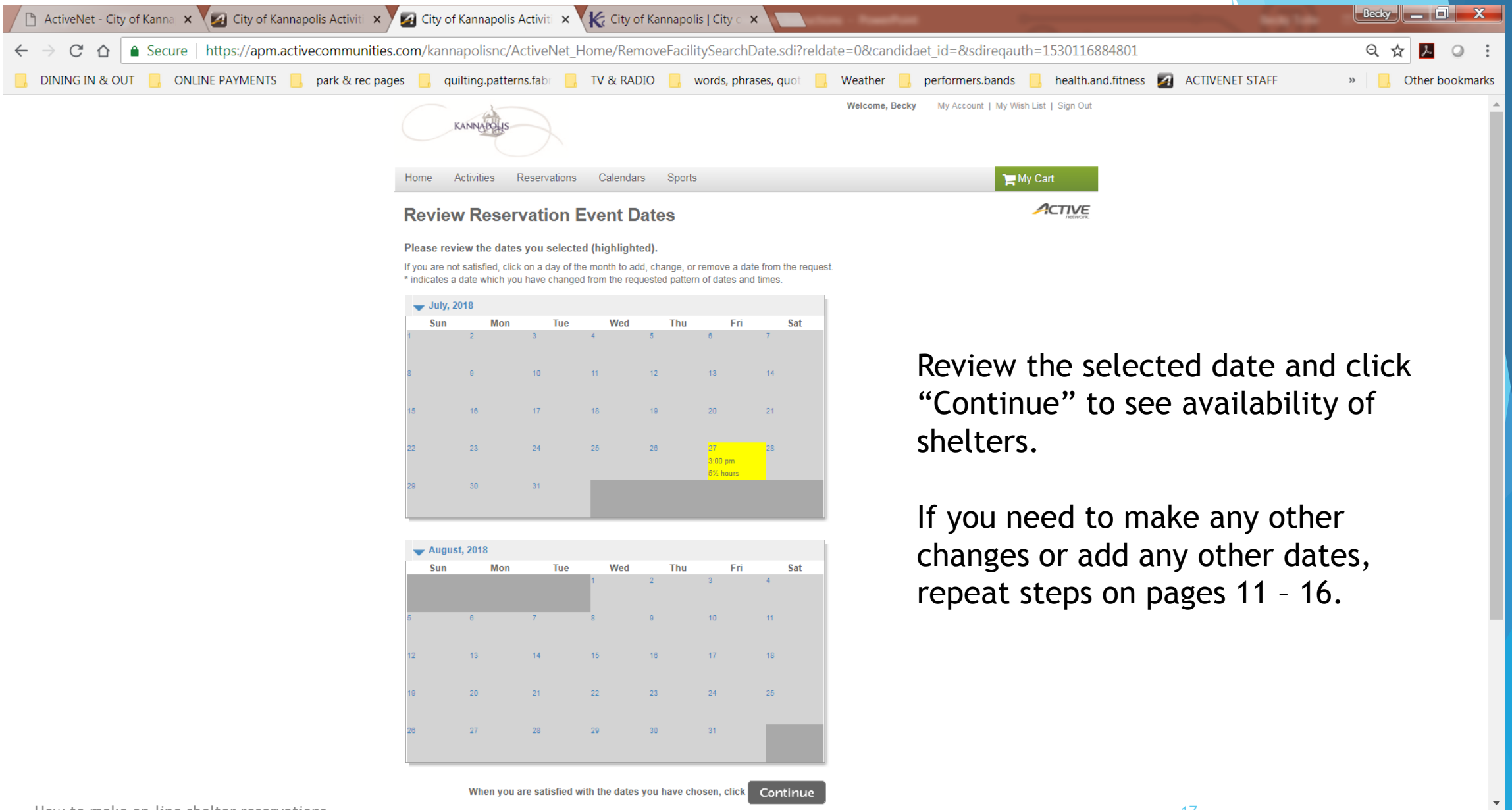


Select new time.

Changing a reservation/checking a new date - step 4

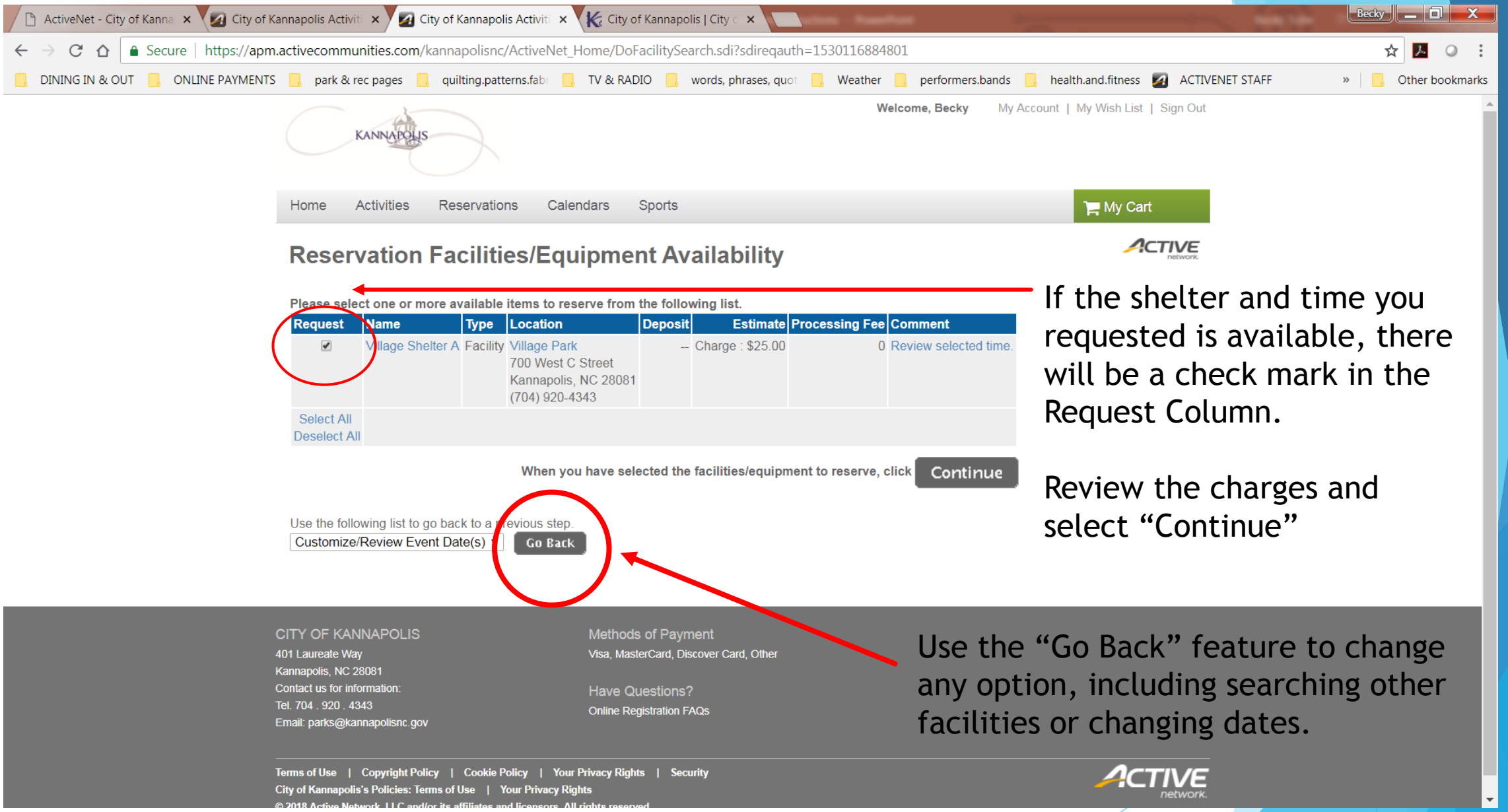


Be sure to remove the highlighted date that you do NOT want to reserve.



Review the selected date and click “Continue” to see availability of shelters.

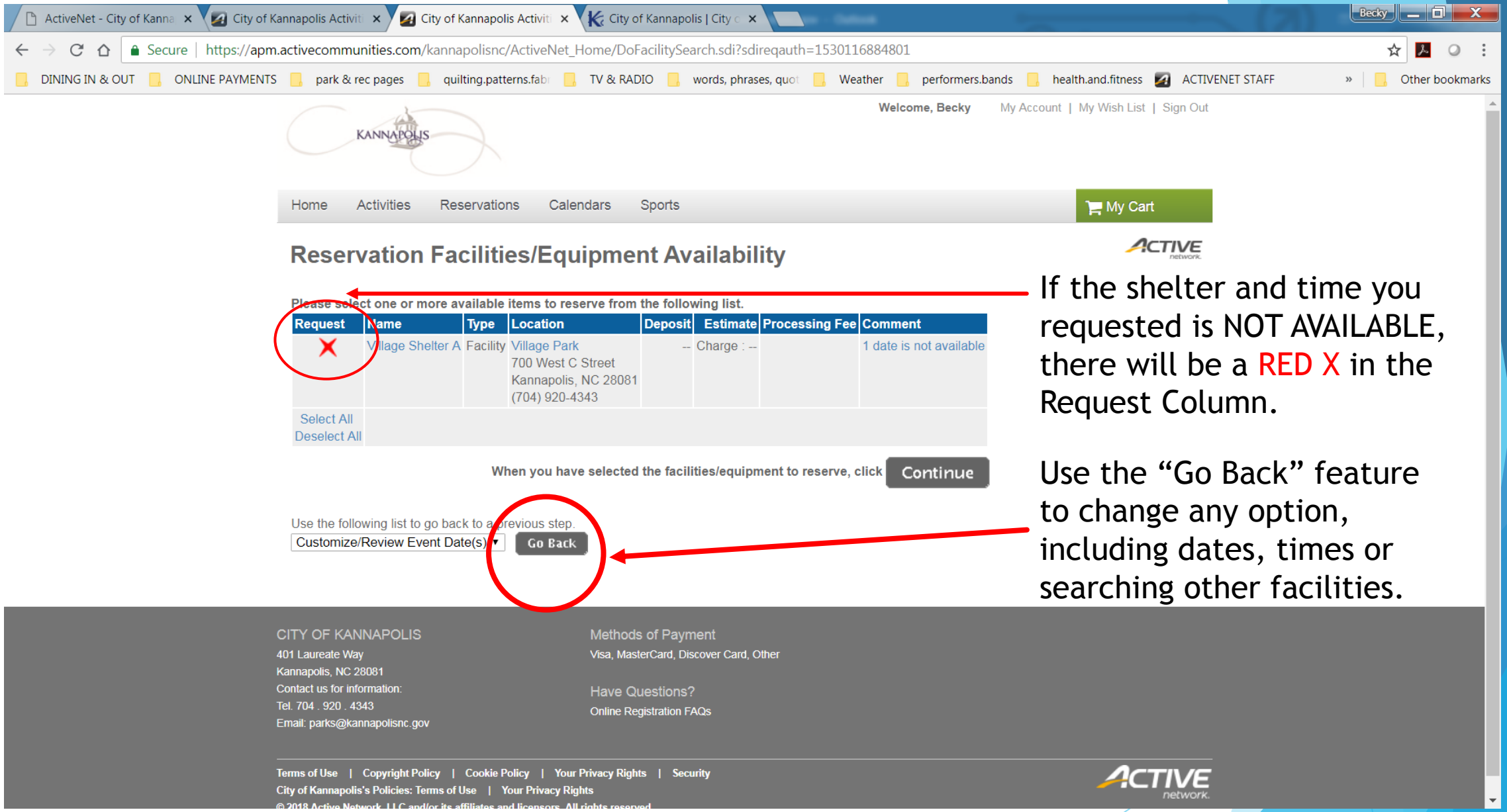
If you need to make any other changes or add any other dates, repeat steps on pages 11 – 16.



If the shelter and time you requested is available, there will be a check mark in the Request Column.

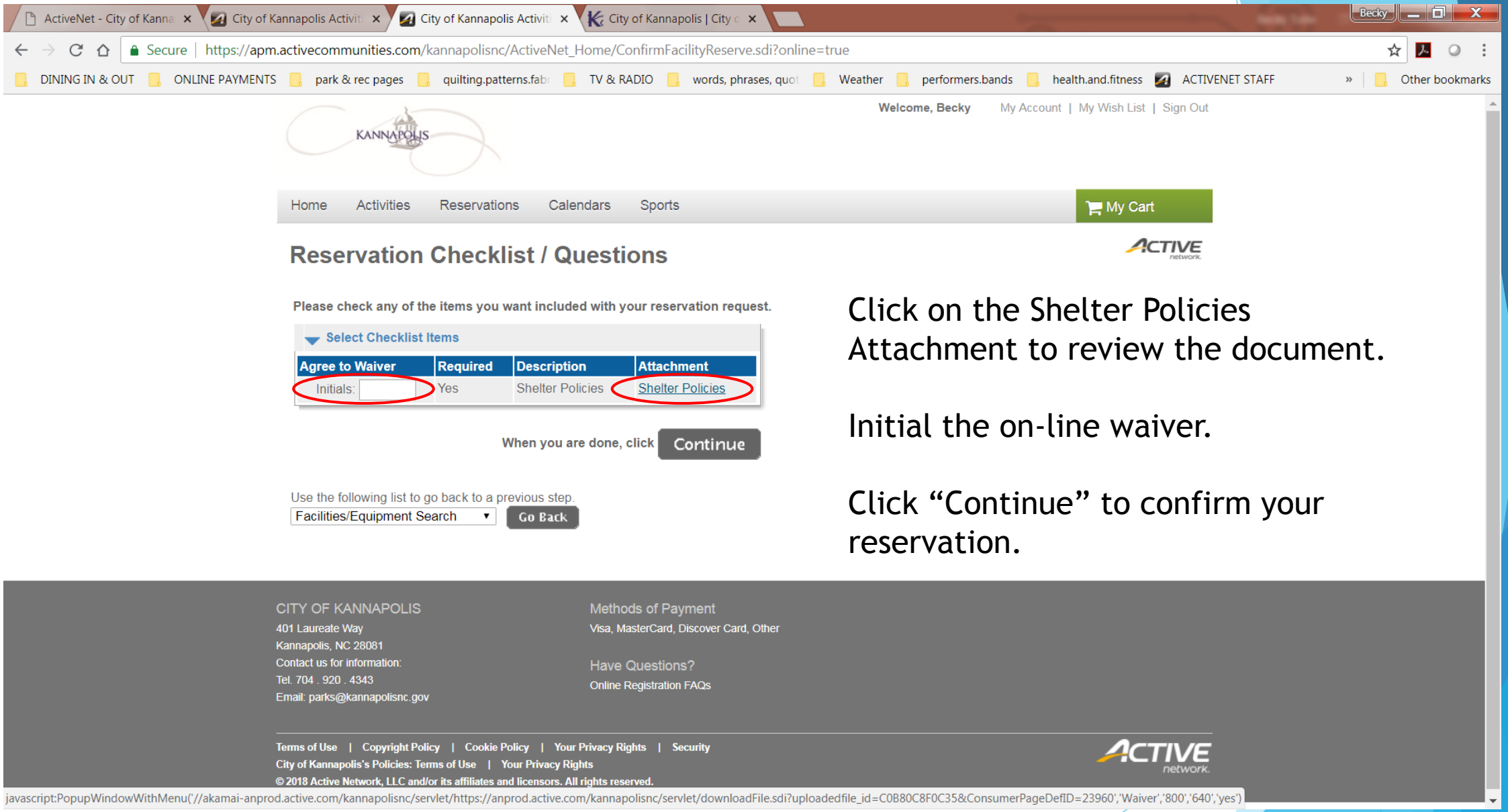
Review the charges and select “Continue”

Use the “Go Back” feature to change any option, including searching other facilities or changing dates.



If the shelter and time you requested is NOT AVAILABLE, there will be a RED X in the Request Column.

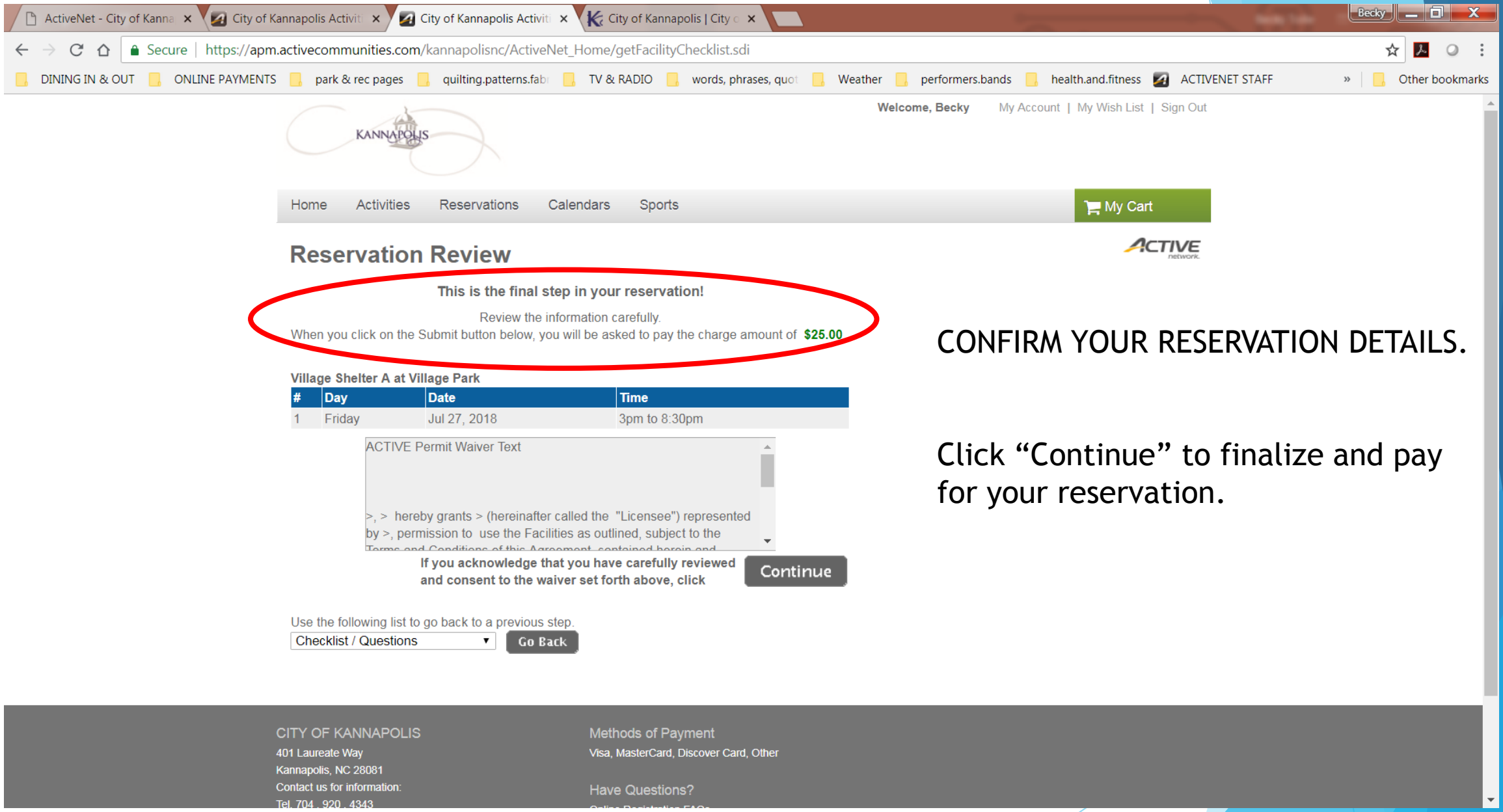
Use the “Go Back” feature to change any option, including dates, times or searching other facilities.



Click on the Shelter Policies Attachment to review the document.

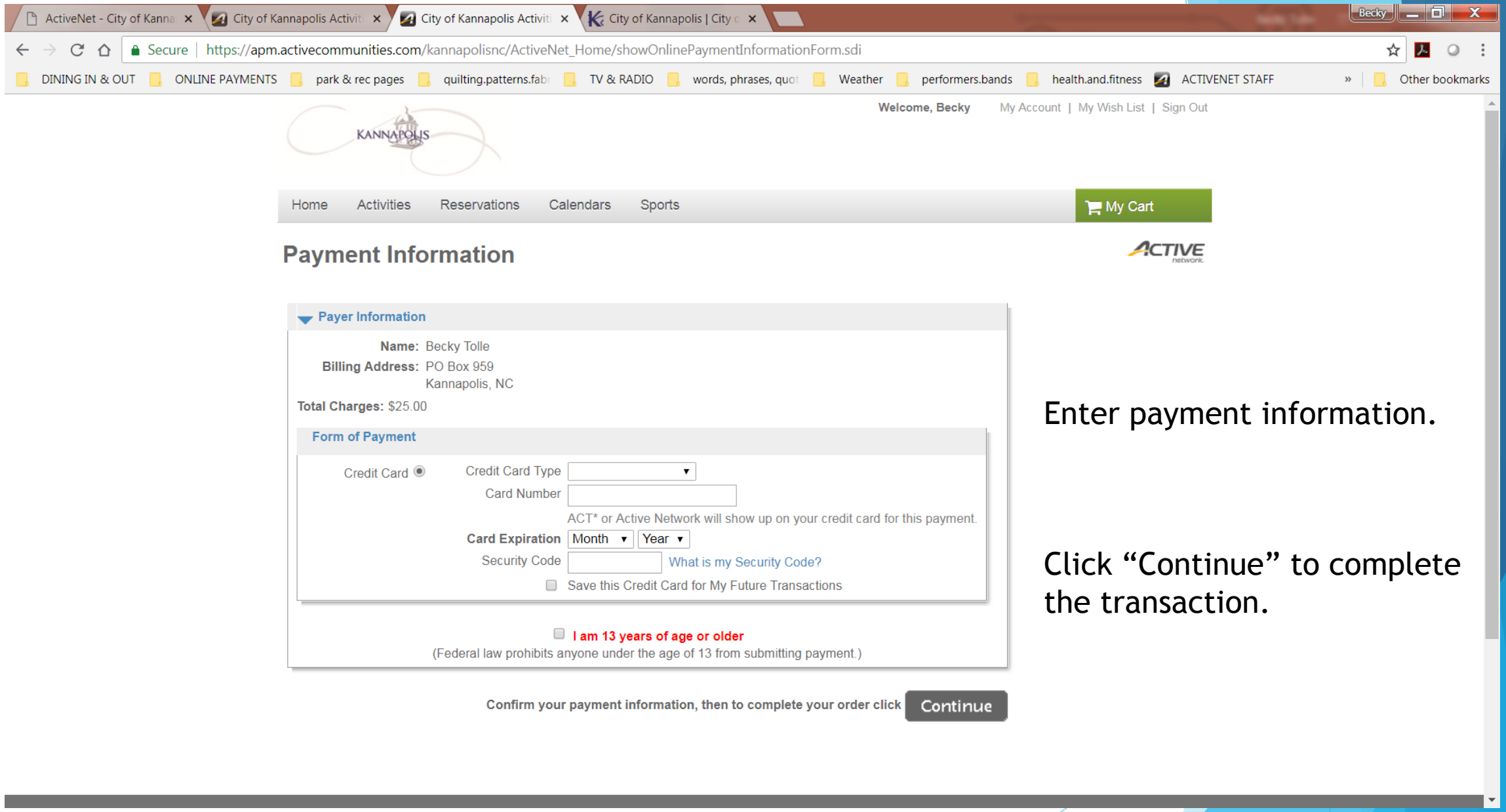
Initial the on-line waiver.

Click “Continue” to confirm your reservation.



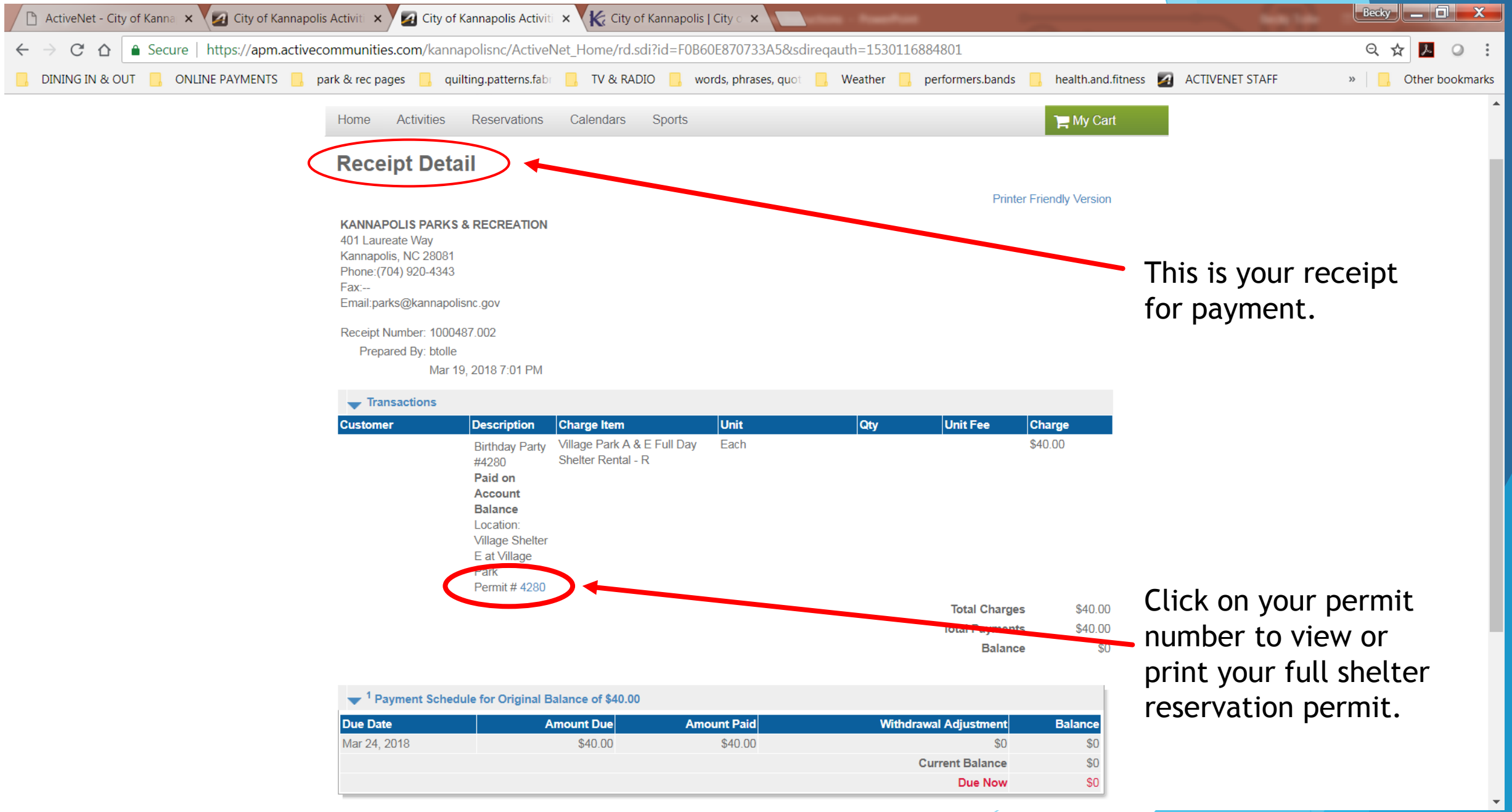
CONFIRM YOUR RESERVATION DETAILS.

Click “Continue” to finalize and pay for your reservation.



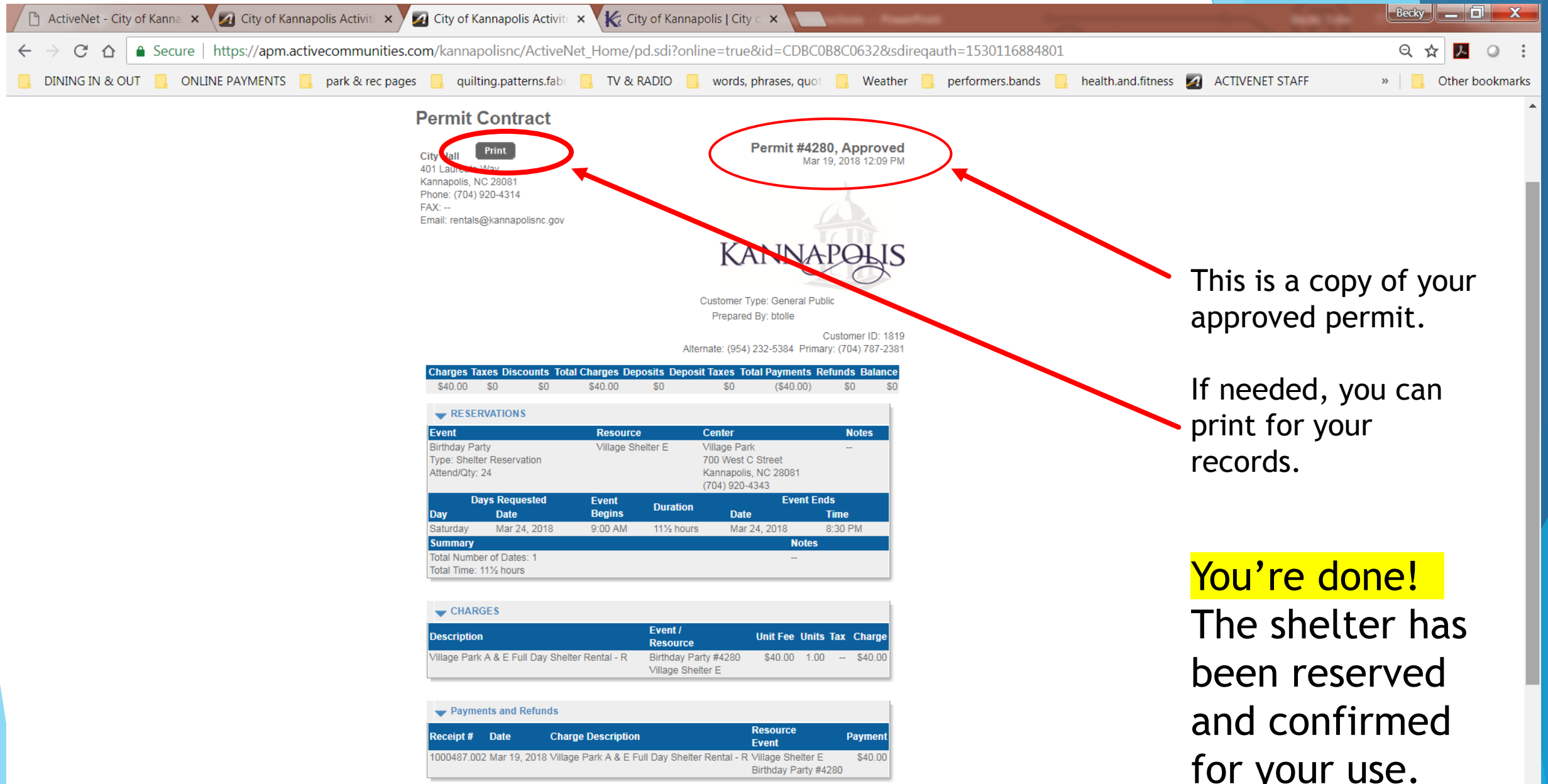
Enter payment information.

Click “Continue” to complete the transaction.



This is your receipt for payment.

Click on your permit number to view or print your full shelter reservation permit.



This is a copy of your approved permit.

If needed, you can print for your records.

You're done!
The shelter has been reserved and confirmed for your use.